

OF THE BOARD OF TRUSTEES OF THE NORTHFIELD WOODS  
SANITARY DISTRICT, COOK COUNTY, ILLINOIS  
HELD ON TUESDAY, TUESDAY FEBRUARY 7, 2017 AT 3633 WEST LAKE AVENUE  
GLENVIEW, ILLINOIS

**1. ROLL CALL**

The meeting was called to order at 5:00 p.m. by President Beutelspacher of the Northfield Woods Sanitary District. Upon Roll Call, the following Trustees were present.

ALEX BOTVINNIK

ALAN BEUTELSPACHER

Also present were Attorney David Arena, Engineer Gewalt, District Superintendent Frank Ness, Administrator Wanda Reid, and Accountant Olga Ovnanyan..

**2. MINUTES**

Vice President Botvinnik moved and President Beutelspacher seconded a motion to approve the minutes of the January 10, 2017 regular meeting. Motion passed with all "AYES".

**3. MATTERS TO BE PRESENTED BY THE PUBLIC**

None

**4. UNFINISHED BUSINESS**

**A. ORDINANCE 50 PROJECTS**

**1. Job-07-D, Lynwood Glenview/Greenleaf Manor (Update)**

Attorney Arena advised the Board that Mr. Krasnow, Supervising Attorney for Greenleaf Manor had no idea regarding the Declaration of Restrictions or the Bill of Sale in question. Attorney Arena stated that Attorney Krasnow advised him that he would contact him this week to discuss the matter in question. Attorney Arena anticipates completion before the next regularly scheduled meeting.

**2. Job-07-G, Glenstar Properties LLC/Parcel #7 (Update)**

Attorney Arena advised the Board that Administrator Reid provided him with the new contact information for Parcel #7, which is now CBRE Global. Attorney Arena stated that Mike Tomlinsin, Attorney representing CBRE Global approved the revisions. Attorney Arena stated that he forwarded the Declaration of Restrictions for signature to Mike Tomlinsin, Attorney for CBRE Global and anticipates completion before the next regularly scheduled meeting. Some discussion also ensued regarding and Ordinance #50 Escrow deposit amount received. Administrator Reid stated that there has not been an escrow deposit received, indicating that an escrow deposit needs to be submitted stating that there are charges posted from Attorney Arena and Engineer Gewalt totaling to \$217.00. Attorney Arena stated he will request an additional Ordinance #50 Escrow amount of

\$2,500.00 to be submitted to the District.

**3. Job-08-E, 1615 N. Milwaukee (Update)**

Attorney Arena stated that this matter has been resolved stating that John Park has complied to the District's requests. Attorney Arena also stated that he received written permission from John Park to combine accounts 08-E,10-F, and 12-E. Accountant Ovnanyan stated that she combined all three accounts to 10-F and is named it John Park Escrows. Attorney Arena also inquired whether she received the copies of the Declaration of Restrictions for 1615 and 1615-1711 N. Milwaukee. Administrator Reid stated that she did, and provided Attorney Arena with the Declaration of Restrictions. Attorney Arena stated that he will have the Declaration of Restrictions recorded with the Cook County Recorder of Deeds before the next regularly scheduled meeting.

**4. Job-12-D Tapestry of Glenview (Declaration of Restrictions Update)**

Attorney Arena advised the Board that the project is complete.

**5. Job-12-E, Baymont Hotel (Declaration of Restrictions Update)**

Attorney Arena advised the Board that the Declaration of Restrictions have been executed by John Park indicating that he will have them recorded with the Cook County Recorder of Deeds this week.

**5. Job 12F- Axley Place/3250 N. Milwaukee Ave. (Indemnity Agreement Update)**

Attorney Arena advised the Board that the project is complete.

**B. CURRENT AND ONGOING**

**C. NEW BUSINESS**

Superintendent Ness advised the Board that he is looking into the freight charged by Neenah Foundry and stated that he will also checking to see if there are any special electrical rates for municipalities for the District's lift stations..

**5. ADMINISTRATORS REPORT**

**1. Accounts Receivable**

Administrator Reid provided the Board with a current listing of the District's Accounts Receivable report through January 31, 2017. Vice President Botvinnik also suggested that Accountant Ovnanyan coordinate a time with Administrator Reid and familiarize herself with the process of the billing for the sewer user fee, how it is paid, and how it is received. Vice President Botvinnik stated that he would like to be advised when this happens. Vice President Botvinnik also inquired regarding the credit balances on the sewer user fee accounts. Administrator Reid stated that she will review all the credit balances with Accountant Ovnanyan to resolve the issue.

## **6. ENGINEERS REPORT**

Engineer Gewalt advised the Board that the plans for 4700 W. Lake project are being revised and modified, however have not been approved by the Village of Glenview yet.

Engineer Gewalt also advised the Board that he was contacted by the Engineer for the Glenbrook South High School and was advised that they are proposing to service their football field with a concession stand and wanting to install a pump system. Engineer Gewalt stated that he requested for the analysis of how much flow they anticipate in making. Engineer Gewalt stated that some of his concerns are that the grease water could become septic and deteriorate the manholes or contribute to an odor problem. Engineer Gewalt also had concerns regarding the maintenance issue. Engineer Gewalt suggested they install an 8" pipe. Some discussion also ensued regarding an Ordinance #50 Escrow Deposit amount to be submitted. Superintendent Ness recommended \$2,500.00 be submitted, and suggested to give the billing for Glenbrook High School to Manhard Consulting, engineers for Glenbrook High School so that they could forward it to the proper individual at Glenbrook High School. Vice President Botvinnik also advised Administrator Reid to set up new accounts for 4700 W. Lake Ave. project and the Glenbrook South High School project. Vice President Botvinnik also advised Administrator Reid to forward the application for the sewer permit to Glenbrook South High School when she coordinates the request for the \$2,500.00 Ordinance #50 Escrow deposit requested by the District.

Engineer Gewalt also inquired if payment to M.E. Simpson was made. President Beutelspacher stated that they were paid in full.

Engineer Gewalt also advised the Board that the letters advising the homeowners of problems found during the smoke testing which the District had done are ready to send. Superintendent Ness suggested that he hand deliver them and explain why the smoke testing was done and what problems were found. Superintendent Ness suggested the letters be sent in May of 2017 advising the homeowners of what repairs needed to be done allowing them 60 days to fix their repairs.

## **7. PRESIDENTS REPORT**

President Beutelspacher inquired whether an escrow deposit was submitted for the project at 4700 W. Lake Ave. Superintendent Ness stated that \$5,000.00 was submitted for this project however, an Ordinance #50 Escrow account has not been set up yet. Administrator Reid stated that she will set up a new account for this project.

President Beutelspacher also advised the Board that Subway at 1705 Milwaukee Ave. and Boost Mobile at 1713 N. Milwaukee have closed down. Vice President Botvinnik also stated that Woodgrain Pizza had closed down. Superintendent Ness recommended that the District coordinate a letter to be sent to any new customers and all owners of buildings and shopping centers advising them of their responsibility for payment of any them of charges being billed by the District..

President Beutelspacher also advised the Board that the fence at Salem Walk fell into the District's right of way by the Greenleaf lift station and needed to be repaired or replaced. Superintendent Ness stated that he will advise the office of the situation.

## **8. SUPERINTENDENTS REPORT**

### **1. Buildings and Grounds**

Superintendent Ness advised the Board that the regular maintenance of the lift stations had been completed. Superintendent Ness also advised the Board that he is looking into the freight charged by Neenah Foundry and stated that he will also checking to see if there are any special electrical rates for municipalities for the District's lift stations.

Superintendent Ness advised the Board that there were sewer repairs at 2818 Wildflower, 2357 Mohawk Lane and 4701 Larch Ave.

Superintendent Ness also advised Administrator Reid that when she receives the bill from Berryman Equipment for the emergency call to please fax it to him for review indicating that the bill should be paid by Manor Care.

## **9. Office Personnel and Procedures**

None

## **10. FINANCIAL REPORT**

Accountant Ovnanyan provided the Board with a current financial report listing the current fund balances, and all invoices approved by the Board of Trustees and paid through January 31, 2017. Accountant Ovnanyan also advised the Board that she worked on the un-deposited funds account and accounts receivables, Accountant Ovnanyan stated that she will review the District's exchange accounts with Merrill Lynch for 2004 with the District's auditors . Accountant Ovnanyan also stated that she combined some escrow accounts. Accountant Ovnanyan found a negative amount in hold back fee account and will review with Administrator Reid to make the proper adjustment as necessary. Vice Botvinnik also recommended that the 10% hold back fee be placed in one income account which goes into a general fund. Accountant Ovnanyan stated she will review the accounts with Administrator Reid and make the proper adjustments.

## **11. ADJOURNMENT**

There being no further business to discuss, upon motion by President Beutelspacher and a second by Vice President Botvinnik, all present voting "AYE", the regular meeting was adjourned at 6:50 p.m.

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**CLERK**

**Northfield Woods Sanitary District**  
**February 7, 2016**